



VETERANS SMALL BUSINESS SEMINAR

**Veterans Day Workshop
Thomas Nelson Community College
Hampton, Virginia**

Date: May 20, 2003

8:00 am - 4:00 pm

\$10.00 Registration Fee (Lunch Included)

Register By May 16, 2003 - Pre-Payment Required

[To register for the seminar:](#)

8:00 AM – Registration

8:30 AM - Welcome: TBA

9:00 AM & 1:10 PM - Workshop #1: Selling To The Federal Government

9:00 AM & 1:10 PM - Workshop #2: Marketing Your Business

9:00 AM & 1:10 PM - Workshop #3: Researching and Writing an Effective Business Plan

9:00 AM & 1:10 PM - Workshop #4: Personal Finance/Business Finance For a Business

10:20 AM & 2:30 PM Break

10:30 AM & 2:40 PM - Workshop #5: Veterans Administration and Veteran Outreach Program

10:30 AM & 2:40 PM - Workshop #6: Legal Issues That Face Business Owners

10:30 AM & 2:40 PM - Workshop #7: Accounting & Recordkeeping for the Small Business

10:30 AM & 2:40 PM - Workshop #8: Local Resources That Can Assist You

12:00 PM Lunch

DESCRIPTION OF WORKSHOPS

Workshop #1: Selling To The Federal Government

This workshop explains Federal Government small business programs. It covers acquisition of goods and services and includes regulatory authority for procurement, identifying bidding opportunities, types of contracts and solicitation, subcontracting, qualifying to bid and benefits available for small/disadvantaged businesses.

Workshop #2: Marketing Your Business

This interactive workshop will assist you to learn proven marketing techniques for promoting your business and keeping your customers satisfied.

Workshop #3: Researching and Writing an Effective Business Plan

Learn the importance of developing a comprehensive plan that communicates your goals and reflects the direction of your business. A simple step-by-step approach to writing a powerful and effective Business Plan.

Workshop #4: Personal Finance/Business Finance For a Business

Local bankers will discuss with you various loan products available at their bank and the SBA Loan Guaranty Programs. Learn what information you must provide to successfully obtain a loan for your business. Understand how your personal finances can impact your business finances.

Workshop #5: Veterans Administration and Veteran Outreach Program

Learn what programs and services are available to veterans from the SBA, VA and the Veterans Corporation

Workshop #6: Legal Issues That Face Business Owners

This workshop will address legal issues that are important to small business owners. Subject areas will include: structuring your business entity, planning for growth, protecting your rights in your product or service, conducting business in more than one state, collecting from customers, and other general operational legal issues. A small business attorney will respond to your questions.

Workshop #7: Accounting & Recordkeeping for the Small Business

This workshop is for non-accountants to help understand financial statements: balance sheets, profit and loss statements, cash flow and general business records. A certified public accountant will show how to maintain records for your particular business needs. You will be taught how to apply for necessary licenses and tax identification numbers, maintain effective books for your business, and differentiate between independent contractors and employees. Whether you are a home-based business or a large corporation, size does not matter when it comes to a tax audit. Learn ways to legally reduce your tax liability and minimize your chances of a tax audit.

Workshop #8: Local Resources That Can Assist You

There are free resources that are available to assist your business. Several of them will be on hand to describe their services.

Do You Need Financing?
Bankers Will Be On Hand To Review Loan Applications
By Appointment Only

For More information, Contact JamesWilliams at the U.S. Small Business Administration:

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